

STATE OF HAWAII
STATE PROCUREMENT OFFICE
HONOLULU, HAWAII

July 21, 2010

ADDENDUM C
TO
REQUEST FOR PROPOSALS

No. RFP-10-007-SW

SERVICES TO OPERATE, MAINTAIN, AND MANAGE THE PUBLIC, EDUCATIONAL,
GOVERNMENTAL (PEG) ACCESS CHANNELS, FUNDS, FACILITIES, AND EQUIPMENT
FOR THE STATE OF HAWAII

The following changes are hereby made to the above referenced RFP:

1. Replace Section 1.03, "RFP SCHEDULE AND SIGNIFICANT DATES" on page 4 of the RFP in its entirety with the following:

"This schedule represents the State's best estimate of the schedule that will be followed. All times indicated are Hawaii Standard Time (HST). Any change shall be issued by Addendum.

Event	Date
Advertisement of Request for Proposals	May 20, 2010
Site Visitations	August 2–5, 2010
Deadline for Written Questions	August 19, 2010
Response to Written Questions	September 21, 2010
Proposals Due and Opened *	October 12, 2010
Proposal Evaluations	October 12 – October 14, 2010
Discussion with Priority Listed Offerors (if necessary)	October 14 - 20, 2010
Best and Final Offers (if necessary)	November 1, 2010

Event	Date
Estimated Contract Award	November 29, 2010
Contract Start Date **	January 18, 2011

* **Written Proposals shall be received through the HePS by 2:30 p.m. (HST) on this date.** Late proposals shall not be considered.

** To ensure that PEG Access Services are continued until new Contract(s) are awarded, the DCCA requested the SPO to approve a procurement exemption amendment to extend the exemption period to December 31, 2010 to complete the competitive procurement process in accordance with HRS chapter 103D. On June 7, 2010, SPO approved an exemption period of three months, and the current contract period has been extended to September 30, 2010."

2. Replace Section 3.03.2, "TERM OF THE CONTRACT" on page 26 of the RFP in its entirety with the following:

"Contract Period. The successful Offeror shall enter into a contract for a period commencing on or about January 18, 2011 and ending of June 30, 2014. Unless terminated, the Contractor and the State may extend the term of the contract for not more than three (3) additional two-year periods or portions thereof without the necessity of re-bidding, upon mutual agreement in writing at least sixty (60) days prior to the expiration of the Contract."

3. Replace Section 7.04.1, "SITE VISITATIONS (i.e., OPEN HOUSES)" on page 50 of the RFP in its entirety with the following:

"1. The current PEG Access Organizations will have an "open house" on the following dates and times to provide prospective Offerors an opportunity to visit and inspect the PEG Access Facilities and Equipment. If any of the current PEG Access Organizations does not agree with its tentative schedule for site visitation, then an addendum will be issued.

- a. Olelo: Community Television, 1122 Mapunapuna Street, Honolulu, HI 96819
Date: Monday, August 2, 2010 at 10:30 a.m. (tentative)
- b. Hoike: Kauai Community Television, 4211 Rice Street, Lihue, HI 96766
Date: Tuesday, August 3, 2010 at 10:30 a.m. (tentative)
- c. Na Leo O Hawaii: 91 Mohouli Street, Hilo HI 96819
Date: Wednesday, August 4, 2010 at 10:30 a.m. (tentative)
- d. Akaku: Maui Community Television, 333 Dairy Road, Suite 104, Kahului HI 96732
Date: Thursday, August 5, 2010 at 10:30 a.m. (tentative)

4. Delete Sections 7.05.1 and 7.05.2, "PRE-PROPOSAL MEETING" on page 51 of the RFP in its entirety.
5. Add Section 5.04, HePS VENDOR INSTRUCTIONS" to the RFP.

"HePS VENDOR INSTRUCTIONS

REGISTRATION

Vendors must register their company in HePS. Registration instructions and other information for vendors are available at: <http://hawaii.gov/spo> click **Hawaii eProcurement System** and **HePS for Vendors, Contractors and Service Providers**. It is the vendor's responsibility to read all information and become familiar with how to do business with the State. Vendors should use the exact legal name of their company when registering with HePS.

For information on how to search for bidding opportunities and how to submit responses, refer to the HePS Vendor Quick Reference, available at <http://hawaii.gov/spo> click **Hawaii eProcurement System** and **HePS for Vendors, Contractors and Service Providers**.

MAINTENANCE

Vendors are responsible for maintaining their company profile in HePS to keep all information current, especially email addresses. The HePS system uses email notifications extensively for solicitation announcements, addendums, and award information.

EMAILS

Vendors should add *sicomm.net* to their address book to ensure they receive notification emails. The email notification system is for convenience purposes only.

SOLICITATIONS

Vendors are responsible for reading and understanding all aspects of the solicitation, including: special instructions, specifications, pre-bid meetings, and other items pertaining to the solicitation which may be found in the attachments. It is the vendor's sole responsibility to follow all instructions regarding the solicitation. If the vendor does not understand any portion of the solicitation, the vendor must contact the State buyer listed on the solicitation for clarification.

RESPONDING TO A SOLICITATION

All HePS solicitations require an electronic response via the HePS system. Faxing, mailing, or emailing a response is not allowed and such response will not be considered for award. If documents, forms, brochures, special worksheets, licenses, etc. are required to be submitted, they shall be uploaded in HePS at the same time as the response.

UPLOADING FILE ATTACHMENTS

Each attachment in HePS shall be no larger than 4 MB (file must be under 4 MB). This restriction may require the vendor to split documents into smaller files and attach them separately. There is no limit to the number of files that may be uploaded to HePS.

Technical support is not available 24/7. It is the vendor's sole responsibility to ensure that their offer is submitted in entirety by the due date and time.

CONFIRM RESPONSE

As soon as a response is submitted in HePS the vendor will see a confirmation page confirming and showing all details of the response, including links to the uploaded files. A email confirmation is also sent to the vendors email address detailing the response. Vendors should review the confirmations to verify that pricing is correct and files have been uploaded in entirety. Responses are submitted only after the submit button is selected and the vendor receives the confirmation notices.

NOTICE OF AWARD

If selected for award, a vendor will receive an email notification with a link to view the award. The award is stored in the vendor's HePS account for future reference. Vendors are advised to read the award carefully. In most cases it is only a notice of award and an official purchase order or contract will be issued by the State to complete the award process. Award can be made only to the vendor name who submitted the response.

WEBSITE

<http://hawaii.gov/spo> click **Hawaii eProcurement System and HePS for Vendors, Contractors and Service Providers.**"



Ruth E. Yamaguchi
Procurement Officer